

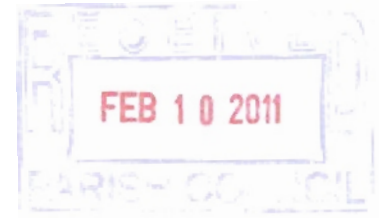


ST. CHARLES PARISH

GENERAL GOVERNMENT BUILDINGS

P.O. BOX 302 – HANHVNILLE, LOUISIANA 70057
(985) 783-5027 FAX (985) 783-5012

V. J. ST. PIERRE, JR.
PARISH PRESIDENT



TO: V.J. St. Pierre, Parish President

FROM: Bruce Pitre, Facilities Manager *BAP*

SUBJECT: 2010 Annual Report

General Government Buildings has successfully completed (1313) work orders for the year of 2010, at (45) different facilities. In addition to these work orders the department also cuts and grooms approximately 32 acres of grounds weekly at (22) of those (45) different facilities. And has successfully accomplished (14) special projects being the following.

- * Beautification of the Courthouse front lawn (shrubs, plants, mulch, and grass)
- * Courthouse Parking Lot (pressure washed entire parking lot)
- * Courthouse Building (pressure washed entire building and all windows)
- * Courthouse (We constructed an electrical building over the new generator switch gear)
- * Courthouse 3 rd Floor Old Jail (demolition)
- * Courthouse Sheriff Tax Office (replacement of ceiling tiles)
- * Courthouse Sheriff Criminal Records Office (replacement of ceiling tiles)
- * Courthouse Parish Council Records (replacement of ceiling tiles)
- * Courthouse District Attorneys Office (replacement of ceiling tiles)
- * Hurricane Season (assist all departments through hurricane season)
- * Technology Dept. (assist in the installation of new communication wires in all dept)
- * Department of Motor Vehicle (acquired new building and grounds)
- * Courthouse Records Retention Center (acquired new building and rounds)
- * Courthouse Government Building (assist the parish in any emergency situations)

General Government Building will continue to minimize down time for all departments, and be very diligent with the department's budget.

Cc: Bobby Donaldson, Purchasing Officer

2010 MONTHLY REPORT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
FACILITIES													
ANIMAL SHELTER *	3	4	1	3	2	4	1	2	3	4	2	7	36
ANNEX *	2	1	1	3	1	1	4	2	2	1	4	1	23
ASSESSORS OFFICE	1	1	0	1	1	0	0	1	0	0	3	0	8
CLERK OF COURT	1	3	3	1	5	0	0	4	0	3	2	2	24
COMMUNITY SERVICE *	1	2	3	3	4	1	3	3	3	2	2	3	30
CONTRACT MONITOR *	0	4	1	2	1	4	2	1	2	1	1	1	20
COUNCIL & AGENT *	0	0	0	0	0	0	0	0	0	0	0	0	0
COUNCIL SECRETARY	4	5	2	1	0	4	0	10	5	12	5	1	49
COUNTY AGENT	2	2	1	2	2	1	1	2	2	0	1	2	18
COURTHOUSE *	36	25	30	29	16	18	14	18	25	24	18	20	273
DISTRICT ATTORNEY	3	2	2	3	3	0	4	2	5	2	2	5	33
DISTRICT ATTORNEY RENT B *	0	1	0	0	0	0	0	0	0	0	0	0	1
DRIVERS LICENSE	2	2	1	0	2	1	0	3	0	0	0	0	11
ECONOMIC DEVELOP *	3	0	1	1	1	3	2	1	1	0	1	1	15
ENVIRONMENTAL HEALTH *	1	1	1	2	2	2	1	1	1	2	2	1	17
EO C	9	8	5	5	2	4	5	9	6	5	4	7	69
FINANCE DEPT	0	1	4	2	1	1	1	1	0	1	1	0	13
HEALTH UNIT	3	2	3	2	1	2	3	2	1	1	1	1	22
HOMELAND SECURITY *	0	0	0	0	0	0	0	0	0	0	0	0	0
JUDGES	3	1	9	5	7	2	2	8	2	5	5	4	53
LEGAL DEPT *	0	2	0	0	0	0	1	0	0	0	0	0	3
MARYLAND PLAZA *	0	0	0	0	0	1	0	0	0	0	0	0	1
PARISH PRES	0	5	6	1	2	3	4	4	5	2	2	2	36
PERSONEL DEPT	0	1	0	2	1	0	1	0	0	0	0	0	5
PLANNING & ZONING *	6	2	4	2	5	5	1	11	3	1	6	2	48
PUBLIC INFORMATION	0	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC WORKS DEPT WB	0	1	0	0	0	1	0	2	0	0	0	0	4
PUBLIC WORKS DEPT EB *	0	0	0	0	0	0	0	0	1	0	0	0	1
PURCHASING DEPT	0	0	7	21	0	2	1	1	1	0	1	0	34
RECREATION DEPT	0	0	0	0	2	0	0	1	2	0	0	1	6
REGISTERAR OF VOTERS	0	0	0	0	0	0	1	0	0	0	0	0	2
RED CROSS *	1	1	1	3	1	2	1	1	1	1	1	1	15
RISK MANAGEMENT *	3	2	1	4	3	5	1	1	2	1	1	2	26
RSVP *	1	2	2	1	1	2	1	1	1	1	1	2	16
SHERIFF 2ND DIST *	2	5	4	5	6	6	6	8	7	5	5	7	66
SHERIFF 3RD DIST *	4	5	1	3	1	4	7	4	3	1	1	1	35
SHERIFF 3RD FLOOR	2	6	11	4	10	8	9	10	10	6	4	8	88
SHERIFF TAX OFFICE	1	5	5	4	0	1	1	2	1	0	2	1	23
INFORMATION TECH	0	0	1	0	0	0	0	0	0	0	0	1	2
ST ROSE COMMUNITY *	1	2	2	1	1	2	4	1	1	1	1	2	19
TOURIST CENTER	1	1	2	1	1	2	1	1	2	0	0	1	13
WASTE WATER	0	0	1	1	0	0	3	1	0	0	0	1	7
WIA	1	1	6	1	2	2	5	4	4	2	1	3	32
911 CENTER *	10	8	10	10	8	14	11	11	9	9	7	9	116
Totals	107	114	132	129	95	108	102	134	111	94	87	100	1313

1. COURTHOUSE	BUILDING & YARD MAINTENANCE
A. ASSESSORS OFFICE	
B. CLERK OF COURT	
C. COUNCIL SECRETARY	
D. DISTRICT ATTORNEY	
E. DRIVERS LICENSE	
F. E. O. C.	
G. FINANCE DEPT.	
H. 3- JUDGES	
I. PARISH PRESIDENT	
J. PERSONNEL DEPT	
K. PUBLIC INFORMATION	
L. PURCHASING DEPT	
M. REGERSTRAR OF VOTERS	
N. SHERIFF TAX OFFICE	
O. SHERIFF DEPT. 3 RD FLOOR	
2. ANNEX	BUILDING & YARD MAINTENANCE
A. COMMUNITY SERVICE	BUILDING & YARD MAINTENANCE
B. COUNCIL AND AGING	YARD MAINTENANCE
3. ANIMAL SHELTER	BUILDING & YARD MAINTENANCE
4. CONTRACT MONITOR	BUILDING & YARD MAINTENANCE
5. COUNTY AGENT	BUILDING MAINTENANCE
6. ECONOMIC DEVELOP.	BUILDING & YARD MAINTENANCE
LEGAL DEPT	BUILDING & YARD MAINTENANCE
7. HEALTH UNIT	BUILDING MAINTENANCE
8. MARYLAND PLAZA	BUILDING & YARD MAINTENANCE
A. R.S.V.P.	BUILDING & YARD MAINTENANCE
B. ENVIROMENTAL	BUILDING & YARD MAINTENANCE
C. RED CROSS	BUILDING & YARD MAINTENANCE
D. RISK MANAGEMENT	BUILDING & YARD MAINTENANCE
9. PLANING & ZONING	BUILDING & YARD MAINTENANCE
10. PUBLIC WORKS DEPT WB	BUILDING MAINTENANCE
11. RECREATION DEPT	BUILDING MAINTENANCE
12. SHERIFF 2ND DISTRICT	BUILDING & YARD MAINTENANCE
13. SHERIFF 3RD DISTRICT	BUILDING & YARD MAINTENANCE
14. ST. ROSE COMMUNITY	BUILDING & YARD MAINTENANCE
15. TOURIST CENTER	BUILDING MAINTENANCE
16. WASTE WATER	BUILDING MAINTENANCE
17. W I A	BUILDING MAINTENANCE
18. 911 CENTER	BUILDING & YARD MAINTENANCE
19. D. A. RENTED BUILDING	BUILDING & YARD MAINTENANCE
20. HOMELAND SERCURITY	BUILDING & YARD MAINTENANCE
21. INFORMATION TECH	BUILDING MAINTENANCE
22. PUBLIC WORKS DEPT. EB	BUILDING & YARD MAINTENANCE